

PeopleSoft HCM 9.2 Employee Self Service Reference Guide

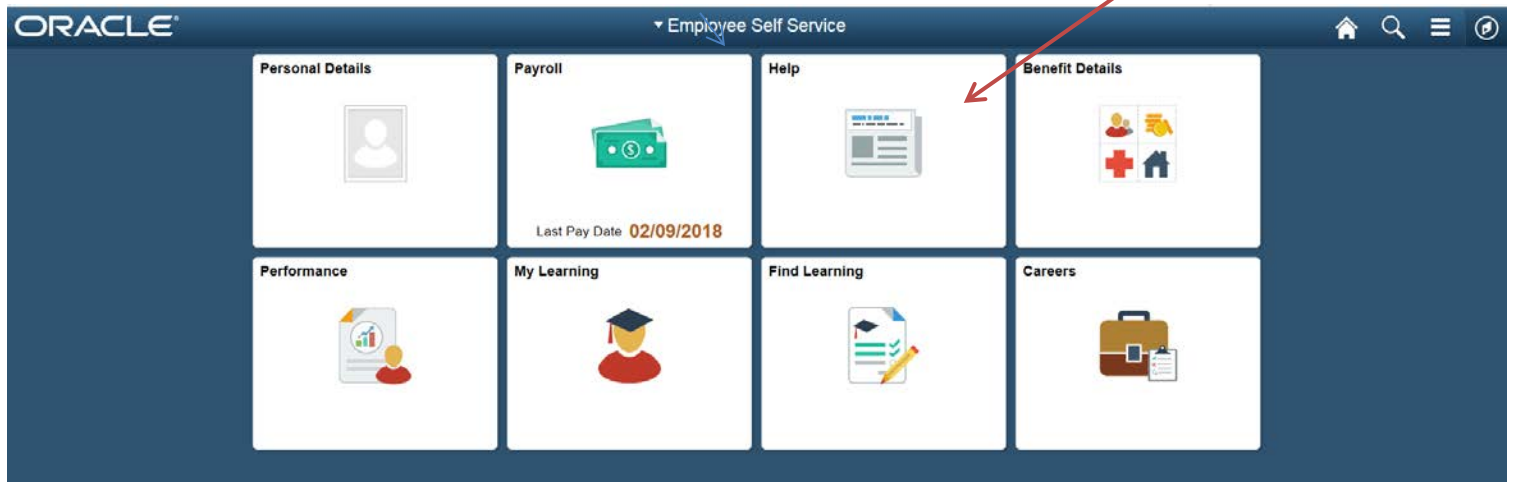
Employee Self Service Home Screen

The PeopleSoft Fluid User Interface enables the page layout to dynamically change based on the size of your screen, as you access from your desktop, tablet, or smartphone. You will find easier navigation using the tiles, but the pages accessible to update and view your data from the tiles will be familiar.

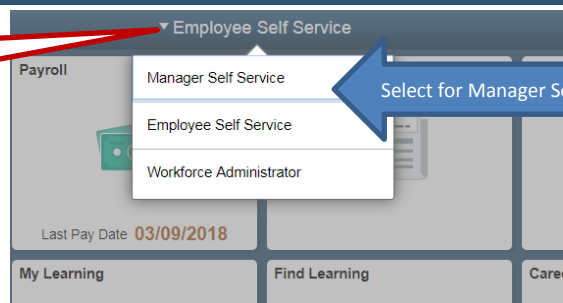
Click on a tile to navigate to the function you need to complete.

Important tip: Your screen layout may be different based on your screen size. No matter how the tiles display, they work the same.

Click here for
HELP Guides



Click on the drop-down
to navigate between
Employee and Manager
Self Service



Select for Manager Self Service

Toolbar and navigation tips:



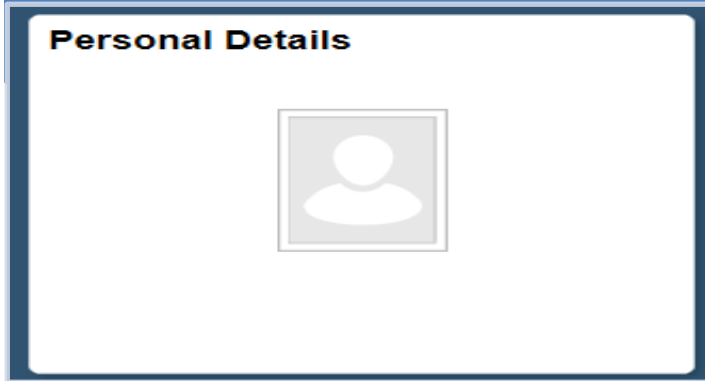
Find the toolbar on the header, top right.

Helpful Information about the tool bar to navigate and find more information.

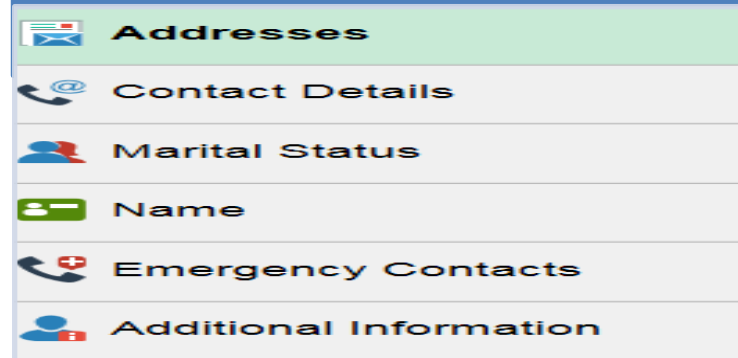
Click here to:

	<p>Return to the main PeopleSoft home page (Tiles)</p>	
	<p>Search for Navigation or Help</p>	
	<p>See list of available actions which includes Sign-out, My Preferences and Help Use to add to Favorites</p>	
	<p>Includes navigation bar options such as Recent Places, My Favorites, classic menu and other personalization options</p>	

Tile



Function



Home and Mailing Address

Use this tile to update your Home and/or Mailing address. A change in your Home address may change your Local and/or State Taxes. All Home Address changes will be automatically sent to Payroll and Benefits. You will receive an email confirming your change.

- Home Address is your primary, legal place of residence or where you live and is used by Temple Health for payroll, taxation and benefits. The home address can also be your mailing address but cannot be a P.O. Box.
- Mailing Address is the location at which you receive and pick up your mail, but may not be the address at which you consider your home address or where you live.

Contact Details

Use to update your phone number. Only one phone number per phone type can be added.

Marital Status

If your marital status changes, you can indicate those changes in Employee Self Service. Employee Self Service will instruct you to forward one of the following documents to Human Resources to complete the change:

- Marriage Certificate
- Divorce Decree
- Death Certificate

The change will not occur until Human Resources is provided with the appropriate paperwork. You must submit the requested documentation to Human Resources

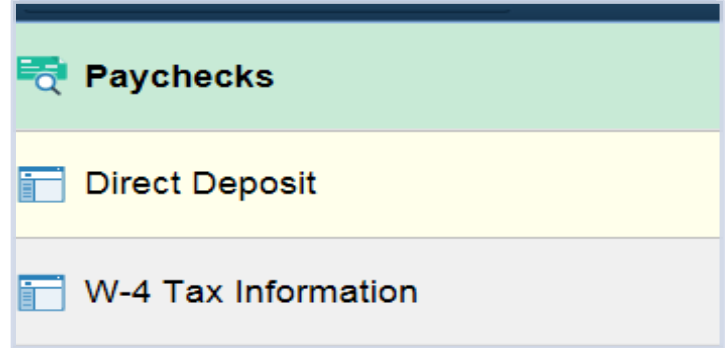
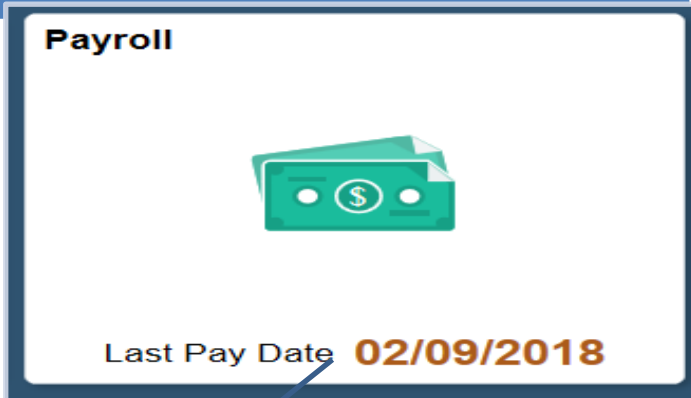
Name Change If you are legally changing your name, you can update your changes in Employee Self Service. Employee Self Service will instruct you to forward a copy of your Social Security card with your new name to Human Resources. You will receive an email confirming your submission. **The change can not occur until Human Resources is provided a copy of the Social Security Card with your new name.**

Emergency Contacts

Not publicly available but having accurate, up-to-date emergency contact information may be a life saver. Use this page to update your Emergency Contact information on file.

Tile

Function



Displays date of your last paycheck
Click on tile to view your paychecks

Paycheck

The system displays a list of the most recent paychecks. Click on the check line to view the details. To view a different set of paychecks, click the filter button and update the date range.

The screenshot shows the "TUHS Payroll" interface. On the left is a sidebar with "Paychecks", "Direct Deposit", and "W-4 Tax Information". The main area displays a table of paychecks. A blue arrow points to a filter icon in the top left of the table. Another blue arrow points to a chevron icon in the rightmost column of the table, with a callout box that says "Click to view check detail".

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/09/2018	Temple Univ Health System	01/21/2018 02/03/2018	\$2965.20	317529
01/26/2018	Temple Univ Health System	01/07/2018 01/20/2018	\$2049.79	317106

Direct Deposit

Manage your direct deposit account and carefully review and verify your information because typos or errors will impact your deposit.

Please note that one Direct Deposit must be Deposit Type "Balance". All funds not allocated to another account will go to the Balance account. Priority on the Balance account will be set to 999. To change your existing Balance account, select Edit and change the Routing and Account numbers as needed. Please note you may only enter one group of direct deposit changes per day.

W-4 Tax Information -

You must complete Form W-4 so that the correct amount of Federal income tax can be calculated. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation.

Tile

Benefit Details



Performance



Function

- **Benefits Summary - *view summary of your elected benefits***
- **Benefits Enrollment – *only available during open enrollment to enroll in benefits***

- ***View your current and historical performance documents or evaluate others.***

My Current Documents	0	My Current Documents
My Historical Documents		No data exists
Evaluations of Others	0	
Historical Evaluations of Others		

My Learning

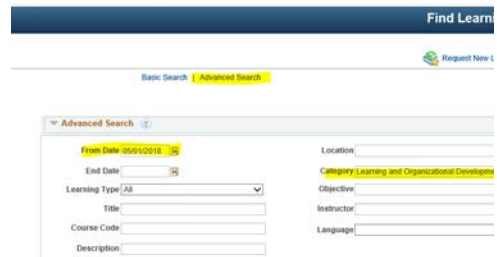


- *View your learning both completed and scheduled*
- *Drop a class that you enrolled in*

Find Learning



- *Find available training and enroll*
- *Tip - Use Advanced Search to find by date, category or location*



The screenshot shows an 'Advanced Search' form with the following fields:

- From Date: 05/01/2018
- End Date: [dropdown]
- Learning Type: All
- Title: [text input]
- Course Code: [text input]
- Description: [text input]
- Location: [text input]
- Category: Learning and Organizational Development
- Objective: [text input]
- Instructor: [text input]
- Language: [text input]


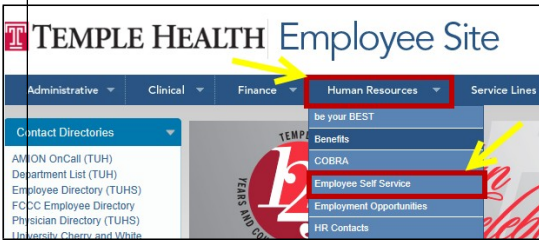


Buttons for 'Basic Search', 'Advanced Search', and 'Find Learning' are visible.

Careers



- *Search for career opportunities on Employee Career Center (Taleo)*

Log On Instructions

Step	TUHS / FCCC Onsite Access Instructions
1.	If located at TUHS - Log into TUHS Network
1a.	Click Internet Explorer Please note - version IE 11 or greater is required 
1b.	Click <i>Human Resources</i> , then <i>Employee Self Service</i>  <p style="text-align: center;">Skip steps 1c & 1d and proceed to Step 2.</p>
1c.	If located at FCCC – Log into FCCC Network, then sign into MYPORTAL.FCCC.EDU
1d.	Click <i>Inside Fox Chase</i> tab, then <i>Employee Self Service</i> 
2.	Enter in <i>Network USERID</i> and <i>Password</i> , then click <i>Sign In</i>  <div style="border: 1px solid black; padding: 5px; margin-left: 20px; width: fit-content;"> <p>Contact the Helpdesk 215-707-7008 if you need assistance with your Network userid or password</p> </div>

Need Help?

Temple University Health System
Call the Help Desk at 2-7008 or 215-707-7008

Fox Chase Cancer Center
Call the Service Desk at 215-728-2800